



**CIVIL SERVICE COMMISSION  
REGULAR MEETING  
MINUTES**

**Monday, March 9, 2020  
3:30 PM**

**COMMISSIONERS**  
Andrae Randolph, **Chair**  
Rick Ward, **Vice Chair**  
Deborah Bennett  
John Costa  
Ronald Le Doux

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145 Fulweiler Avenue, Suite 200  
Auburn, California 95603  
[www.placer.ca.gov](http://www.placer.ca.gov)

Kate Sampson, Human Resources Director  
Judy McKeig, Commission Clerk  
Office: (530) 889-4067

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**MEETING LOCATION:**  
**Placer County Human Resources Department**  
**145 Fulweiler Avenue, 1<sup>st</sup> Floor Conference Room**  
**Auburn, CA 95603**  
**(530) 889-4060**

**OPEN SESSION**

**Call to Order | 3:33PM**

**Roll Call | Judy McKeig**

**Present | Randolph, Ward, Bennett, Costa, Le Doux**

**Flag Salute | Led by Commissioner Bennett**

**Public Comment: None**

Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

**1. Approval of Agenda | Regular Meeting, March 9, 2020**

Motion: Le Doux/Costa/Unanimous vote 5:0

Ayes: Randolph, Ward, Bennett, Costa, Le Doux

No public comment

**2. Approval of Minutes | Regular Meeting, February 10, 2020**

Motion: Bennett/Le Doux/Name/Unanimous vote 5:0

Ayes: Randolph, Ward, Bennett, Costa, Le Doux

No public comment

**3. Work Out-of-Class Pay | Department of Public Works**

Presenter: Laura Carucci, Human Resources Analyst II

Attendee: Kim Hughes, Staff Services Manager, Department of Public Works

Approve a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for employee 51235601 in the Department of Public Works from 3/14/2020 for approximately 180 days.

Motion: Ward/Le Doux/Unanimous vote 5:0

Ayes: Randolph, Ward, Bennett, Costa, Le Doux

The department is requesting an extension of the current work out-of-class assignment for an Administrative Clerk Senior in the Environmental Engineering Division. This is the second time an extension has been submitted. The department is working with Human Resources (HR) to determine if the position is appropriately classified. A decision is anticipated within a few of months and will be either a position reclassification, or the employee no longer being assigned additional duties.

No public comment. The Commission inquired when the first extension began and when the second extension will end, which is September 2019 and September 2020 respectively. The Commission asked about the number of employees in the department and Ms. Hughes stated the department has approximately 400 employees including extra help. She further noted a desk audit is scheduled and expects a decision from HR within the next few months.

**4. Receive an Update on the current Placer County Charter Review Committee's Scope of Study**

Presenters: Jane Christenson, Assistant County Executive Officer; David Butler, Charter Review Committee Chair; Loretta Walker, Charter Review Committee Vice Chair  
Ms. Beauchamp, Assistant Director of Human Resources, advised the Committee this item will be continued to a future meeting.

**5. Communications**

**Reports to the Commission are informational only. No action will be taken.**

a. Provisional Appointments: None

b. Staff Reports and Correspondence: ~~Kate Sampson~~ Michelle Beauchamp

i. Heidi Kernytsky has been promoted to Senior Human Resources Analyst effective 3/14/20 behind Jennifer Duvall who has moved to Leave Management and Retirement Division.

ii. Placer County's in-person training for AB 1234 and AB 1825 on 4/2/20 may be rescheduled due to COVID-19 concerns and HR will advise participants once a determination is made. Commissioner Costa noted the online course for AB 1234 hosted by the FPPC was user friendly. Wendy Brodnick, HR Manager, advised the Learning and Development team can now register participants for its online AB 1825 course, and will work with Ms. McKeig to register the Commissioners who so request.

c. Commissioner Comments: None

**CLOSED SESSION**

**6. §54957 - Public Employee Performance Evaluations**

Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

**OPEN SESSION**

**Closed Session Report**

Ms. Beauchamp noted nothing to report in closed session pursuant to Government Code Section 54957.1.

**7. Classified Employees Merit Increases**

Approve merit increases for classified employees pursuant to Placer County Code Section 3.04.650 (progression in steps).

Motion: Le Doux/Costa/Unanimous vote 5:0

Ayes: Randolph, Ward, Bennett, Costa, Le Doux

No public comment

**8. Adjournment to the following upcoming meetings**

Motion: Bennett/Costa/Unanimous vote 5:0

Ayes: Randolph, Ward, Bennett, Costa, Le Doux

**Regular Meeting Calendar 2020**

Human Resources Department, 1<sup>st</sup> Floor Conference Room  
145 Fulweiler Avenue, Suite 200, Auburn, CA 95603  
3:30PM

Monday, April 13, 2020

Monday, May 11, 2020

Monday, June 8, 2020

Monday, July 13, 2020

Monday, August 10, 2020

Monday, September 14, 2020

~~Monday, October 12, 2020~~ - Tuesday, October 13, 2020

Monday, November 9, 2020

Monday, December 14, 2020

  
Andrae M. Randolph (May 12, 2020)

Andraé Randolph, Chair

  
Judy McKeig (May 12, 2020)

Judy McKeig, Commission Clerk